

LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

ANNUAL REPORT

And

FINANCIAL STATEMENT

Registered Charity Number – 514370

For the year ended 31<sup>st</sup> March 2024

**Bankers**

NatWest  
27/28 St. Peter's Hill  
GRANTHAM  
NG31 6QG

**Independent Auditor**

Keith Chambers  
Chartered Accountants  
Sleaford

**LPTC exists to promote the advancement of education and training through City & Guilds Land Based Services awards**

## **Background**

The Committee, in accordance with the constitution, consists of members from the NFU, Colleges of Agriculture and Horticulture, County Federation of Young Farmer's Clubs, County Training Groups, Independent Trainers, Representatives of County Assessors and Independent Industrial Members. Wherever possible attempts are made to fill these categories. From these members a Chairman and Vice Chairman are elected. The Centre Organiser, Mrs K Hobson, is the Secretary and Treasurer.

## **Membership**

T – indicates Trustee

Chairman	-	Mr Chris Wray (T)
Vice Chairman	-	Mr Simon Gadd (T)
Committee	-	Mr Andrew Baxter (T) Mr Stephen Cock Mr Trevor Cairns (T) Mr Malcolm Dodds Mr Barry Early Mr Christopher Foster Mr Tom Hall Mr Mark Leggott (T) Mrs Elena Malloy (T) Mrs Ann Dickinson (T) Mr A Cock (T) Mr Neil Rowbottom (T) Mr Mark Ireland (T) Mr Stuart Suddaby (T) Mr Richard Hammond (T) Mr Andrew Wright Mr Richard Wheatcroft (T)

## **Trustee Status**

There are currently thirteen trustees of the charity. All members who are not in breach of Charity Commission regulations are required to be trustees.

LPTC holds insurance for general liability, professional liability and management liability to cover both training aspects and also trustee indemnity.

## **Assessment Centre Organiser**

The Organiser is self-employed and the Committee adopt a Service Contract at the AGM. The Organiser is paid £ 14.50 for every assessment returned to City & Guilds for certification.

## **Assessors**

There are currently ten PA assessors regularly used by LPTC.

There are four Chainsaw assessors in the county, and we are actively looking to recruit another.

All other qualifications including integrated as well as independent assessments are well covered by existing assessors.

Following ratification by the committee at the AGM last year, the pesticide assessors are paid the hourly rate £ 27.50 and chainsaw assessors are paid £ 225.00 per day. Mileage rate is 45 p/mile. LPTC funds the purchase of first aid kits for all their Lincolnshire based assessors and also reimburses the cost of attending mandatory City & Guilds assessor up-dates including mileage for those up-dates held out of county. In addition Assessor First Aid courses are also funded by LPTC.

The number of assessments completed by the Centre between 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 is 1024. Thanks must be extended to training providers, trainers and assessors alike for your continued support and work with LPTC over the last year.

### **Training Providers**

LPTC have been pleased to welcome business from Riseholme College, Rural Training Links, HM Prison Service, Progreen Weed Solutions Ltd and Holderness Training. LPTC are grateful to them for referring all their testing through the Lincolnshire Centre.

### **Marketing**

LPTC shared stand space with Cola Training Services Ltd at the Newark Midland Machinery Show in November 2023.

### **Overview**

The Lincolnshire Proficiency Tests Committee have held meetings on two occasions since the last AGM in May 2023. The first in November 2023 and the second in January 2024. LPTC have agreed to move to on-line banking and this is the process of being completed in the next couple of months, with a decision hopefully made at this AGM on which bank to move to which offers us the option of dual authorisation.

The committee has been pleased to welcome four new members to the committee since the last AGM. Ann Dickinson as Rural Training Links representative, Adam Cock as Cola Training representative, Andrew Wright as HMP representative and Richard Wheatcroft as Industrial Member representative. Stephen Cock gave notice at the AGM in 2023 that he would be stepping down from the committee after over 40 years' service with the Proficiency Tests Committee. Unfortunately, he is unable to attend the meeting tonight, but we will arrange a presentation later in the year in respect of his many years of loyal service. He will be replaced on the committee by Rodney Butter at the next committee meeting.

The Pesticide/Machinery assessors and trainers met last week giving them a chance to share and discuss information across their sector.

In addition, the Constitution Review sub-committee met on 25<sup>th</sup> March 2024 and thanks to those who attended and will feed back to this meeting later on.

Quality Assurance is a main focus of the Centre and continued document checks and physical observations of assessors are planned and undertaken throughout the year. The Centre Audit took place on 18<sup>th</sup> September 2023 when the Centre was awarded 'low risk'. The next audit will be remote sampling activity scheduled for September.

LPTC has applied for and been granted City & Guilds chainsaw refresher units and will roll this out to the training providers over the summer.

Again, LPTC has focused on delivering a high standard of customer service and good levels of communication with all involved parties.

**This report was presented to the Lincolnshire Proficiency Tests Committee at their Annual General Meeting on Monday, 20<sup>th</sup> May 2024.**

**Chris Wray, Chairman, Lincolnshire Proficiency Tests Committee**

**LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE**

Registered Charity Number 514370

Financial Statements for the Year Ended 31 March 2024

**LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE**

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**LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE**

**INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE**

I report to the trustees on my examination of the financial statements of the charity for the year ended 31 March 2024 which are set out on pages 2 to 4.

**Responsibilities and basis of report**

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

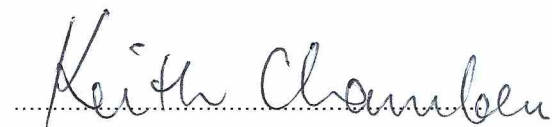
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent Examiner's Statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

1. accounting records were not kept as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Date: 20 May 2024

KEITH CHAMBERS F.C.A. (ICAEW)  
CHARTERED ACCOUNTANT  
SLEAFORD  
LINCOLNSHIRE

**LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME & EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 MARCH 2024**

	<u>2024</u>		<u>2023</u>	
	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>
<b><u>INCOME</u></b>				
FROM CHARITABLE ACTIVITIES:-				
ASSESSMENT FEES (FEPA)	49110.00		57237.00	
ASSESSMENT FEES (CS)	13600.00		12055.00	
ASSESSMENT FEES (OTHER)	9141.00		7280.00	
ASSESSMENT FEES PAID IN ADVANCE - - DECREASE / (INCREASE)	40.00		2.50	
REGISTRATIONS	38092.00		35725.00	
	<u>                    </u>	109983.00	<u>                    </u>	112299.50
FROM INVESTMENTS:-				
DIVIDENDS	855.13		637.30	
BANK INTEREST	685.98		217.84	
	<u>                    </u>	1541.11	<u>                    </u>	855.14
<b>TOTAL INCOME</b>		<u>111524.11</u>		<u>113154.64</u>
<b><u>EXPENDITURE ON CHARITABLE ACTIVITIES</u></b>				
EXAMINERS EXPENSES (FEPA)	29712.39		34443.91	
EXAMINERS EXPENSES (CS)	11576.46		11409.20	
EXAMINERS EXPENSES (OTHER)	5267.23		4656.12	
GOLA ADMINISTRATION	5670.55		6113.20	
NPTC REGISTRATIONS	36545.00		38124.00	
ASSESSMENT CENTRE ORGANISER	15081.20		14689.80	
POSTAGE, TELEPHONE, OFFICE EQUIPMENT, STATIONERY & COPIER	3029.07		3143.87	
ROOM HIRE, REFRESHMENTS	125.00		96.50	
INSURANCES	1164.16		1134.30	
ASSESSOR TRAINING & FIRST AID	344.40		829.00	
ADVERTISING	270.04		360.04	
ACCOUNTANCY COSTS	564.00		522.00	
PROFESSIONAL CHARGES	176.78		172.21	
BANK CHARGES	63.70		-	
	<u>                    </u>	109589.98	<u>                    </u>	115694.15
<b>NET MOVEMENT IN FUNDS</b>		£ 1934.13		£ (2539.51)
TOTAL FUNDS brought forward		<u>89387.92</u>		<u>91927.43</u>
TOTAL FUNDS carried forward		<u>£ 91322.05</u>		<u>£ 89387.92</u>

**LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE**

**BALANCE SHEET AT 31 MARCH 2024**

	<b>Note</b>	<b>2024</b>		<b>2023</b>	
		<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>	<u>£ : p</u>
<b><u>CURRENT ASSETS</u></b>					
DEBTORS			6094.00		13615.00
INVESTMENT - NFU UNIT TRUST	<b>3</b>		33521.29		32842.67
BANK ACCOUNTS:					
CURRENT ACCOUNT		-		-	
BUSINESS RESERVE		72517.33		57615.90	
		<u>                    </u>	72517.33	<u>                    </u>	57615.90
			112132.62		104073.57
<b><u>CURRENT LIABILITIES</u></b>					
CREDITORS OWING	<b>4</b>		20810.57		14685.65
			<u>                    </u>		<u>                    </u>
<b><u>TOTAL ASSETS LESS CURRENT LIABILITIES</u></b>		£	<u>91322.05</u>	£	<u>89387.92</u>
			<u>                    </u>		<u>                    </u>
<b><u>ACCUMULATED FUNDS</u></b>					
OPENING BALANCE			89387.92		91927.43
<b><u>ADD SURPLUS/(DEFICIT) FROM</u></b>					
INCOME & EXPENDITURE ACCOUNT			1934.13		(2539.51)
			<u>                    </u>		<u>                    </u>
<b><u>TOTAL RETAINED FUNDS</u></b>	<b>5</b>	£	<u>91322.05</u>	£	<u>89387.92</u>
			<u>                    </u>		<u>                    </u>

Approved by the Trustees on 20 May 2024

and signed on their behalf by C. Wray

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## LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE

### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 31 MARCH 2024

(1) Accounting Policies

These accounts have been prepared in accordance with:

Financial Reporting Standard 102 and UK GAAP.  
Charities SORP (FRS 102) and Update Bulletin 1.  
Charities Act 2011 and Regulations made thereunder.

These accounts are prepared under the historical cost accounting rules, using the accruals basis. They are prepared on a going-concern basis as the Trustees are satisfied that this is appropriate for the charity's situation.

Income is recognised when performance has been completed. Expenditure is recognised when contracted for.

(2) Tangible Fixed Assets

The charity has no material Fixed Assets.

(3) Investment

The Unit-Trust investment is shown at cost to date (the current valuation is £46153).

(4) Creditors Owing

	<u>2024</u>	<u>2023</u>
	<u>£ : p</u>	<u>£ : p</u>
Routine accounts outstanding	17476.57	11353.65
Assessment Fees received in advance	2770.00	2810.00
Accrual for current year accountancy costs	564.00	522.00
	<u>£ 20810.57</u>	<u>£ 14685.65</u>

(5) Accumulated Funds

Made up of Unrestricted Funds as follows:-

General Fund	91322.05	89387.92
	<u>91322.05</u>	<u>89387.92</u>
and Restricted Funds	-	-
	<u>£ 91322.05</u>	<u>£ 89387.92</u>

**LINCOLNSHIRE PROFICIENCY TESTS COMMITTEE**

Registered Charity Number 514370

Financial Statements for the Year Ended 31 March 2024

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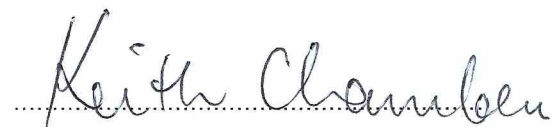
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